

The Allen Fire Department is currently accepting applications for the position of Firefighter/Paramedic. Individuals who meet the minimum qualifications listed below are invited to submit an on-line employment application along with supporting documentation to verify eligibility.

Completed application packets must be received in the Human Resources Department no later than 5:00pm on Friday, January 13, 2017. Incomplete application packets will not be accepted and will result in the applicant not being eligible to test.

REQUIRED DOCUMENTATION:

- TCFP Firefighter Certification
- TDSHS Paramedic Certification/License
- High School Diploma
- Birth Certificate
- College Transcripts (If Applicable)
- Copy of your Texas Driver's License
- Copy of your Naturalization Papers (If Applicable)
- Copy of your Military Discharge Papers DD-214 (If Applicable)

-Personal Inquiry Authorization Form

-Physical Ability Examination Waiver

-Documentation Checklist

All the above documents **must** be submitted together at the same time **prior** to the application deadline of Friday, January 13, 2017. You can submit the documents by one of two methods:

1) Attaching during the application process

2) Delivering or mailing all of the documents together to the Human Resources department at the below address:

Tammy Chasteen
305 Century Parkway
Allen, TX 75013

Upon receipt of your application, all required documents, and verification of qualifications, applicants will receive additional instructions via email on how to sign up for a test date.

The purpose of this position is to preserve the lives and property of the surrounding community by providing fire and medical services. This is accomplished by utilizing skills in firefighting and medical activities, responding to fire, emergency and medical calls, completing fire suppression activities, providing patient care, operating fire and medical equipment and apparatus, maintaining firefighting and paramedic certifications and attending training sessions. Other duties may include performing preventative maintenance on fire and medical equipment and apparatus, assisting with fire station maintenance, completing medical and fire documentation, educating the community on fire safety and first aid procedures and interfacing with other City employees and citizens. This position does not provide direction to other employees. This position fills in as Driver/Operator/Engineer when assigned.

Essential Functions:

- Provides emergency medical services by responding to emergency calls, assessing the medical needs of patients, determining best immediate treatment, administering advanced life support, utilizing advanced medical skills, operating life-saving equipment, driving apparatus to emergency scenes, assisting patients to emergency centers, completing medical reports, stocking medical supplies and documenting all services provided.
- Protects lives and property by responding to fire and emergency calls, performing radio communications, completing fire suppression activities for residential and commercial structures, vehicles, rubbish and grass areas, operating apparatus, removing hazards from emergency scenes, rescuing persons from fire and emergency scenes, utilizing fire extinguishing equipment to suppress fires and documenting actions when appropriate.
- Maintains fire-fighting and paramedic equipment and fire station property by performing preventative maintenance on equipment and machinery as assigned, ensuring apparatus is operating properly and safely, determining if problematic or faulty parts exist, replacing faulty parts as assigned, completing lawn activities such as mowing lawn, assisting with fire station cleaning activities and documenting maintenance actions when appropriate.
- Maintains assigned medical and firefighting certifications by participating in continuing education related to medical, fire fighting, driving and computer skills and completing appropriate paperwork for training received.
- Educates the community about fire safety by responding to citizen inquiries and questions on fire safety, presenting fire safety tips to local schools and businesses, demonstrating appropriate personal actions during fires or emergencies, illustrating proper fire extinguisher use and first aid procedures and assisting with public tours of the fire station when necessary.
- Conducts fire inspections when requested by visiting various City structures, observing and investigating the premises, determining compliance with fire safety codes and ordinances and documenting findings.

Job Requirements:

Education

High School Diploma or GED

Certification and Other Requirements

Valid Texas Driver's License

Texas Commission on Fire Protection Firefighter (Structural) Certification

Texas Department of State Health Services Paramedic Certification or License

Applicants must have their Firefighter Certification and Paramedic Certification/ License by January 13, 2017 to be eligible for consideration.

To advance in the hiring process, qualified applicants are required to take and pass a written exam and a physical ability test. The written and physical ability exams may be taken on either Friday, January 27, 2017 or Saturday, January 28, 2017 at the Ron Gentry Fire Training Center located at 310 Century Parkway - Allen, TX 75013.

Doors open at 8:30 a.m. and testing will begin promptly at 9 a.m.

Entry- Level Firefighter Candidate Study Guide:

This study guide is available exclusively from IPMA-HR. You can order online at:

<http://ipma-hr.org/assessment/study/ffelsg>

Please allow several weeks prior to your scheduled test date to prepare with the study guide. A priority shipping option is available at checkout if necessary.

Physical Ability Requirements

This is a physically demanding position requiring individuals to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, grasp, see and complete repetitive motions. Individuals may be required to exert in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

As a result of the physical requirements of the position, incumbents will be required to earn a satisfactory rating on the annual Physical Ability Test (PAT) in order to participate in emergency incidents.

Supplemental Information:

Reading

Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math

Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing

Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Managerial

Receives general directions. The employee normally performs the job by following established standard operating procedures and/or policies. The employee may choose the appropriate procedure or policy. Performance is reviewed periodically.

Supervisory / Organizational Control

Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.

Complexity

Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.

Interpersonal / Human Relations Skills

Persuasion Frequent: From 21% to 50% of work time.